



VIXIA | Service Completion & Quality Report

Client Name: _____

Date: _____

Supervisor/Staff: _____

HOSPITALITY

INTERIOR RESET	SPECIFIC TASK	DONE	NOTES
Linens	All beds stripped, laundered & professionally remade		
	Fresh towel sets staged: [] Bath [] Hand [] Face		
Staging	Pillows fluffed & decorative throws arranged		
	Welcome Station: [] Coffee [] Toiletries [] Info binder		
Turnover	High-touch points sanitized: [] Remotes [] Keypads		
	Fridge & pantry cleared of all previous guest items		
Windows & Glass	Internal Windows: Glass, tracks, and sills		
	External Windows: Glass and screens		
	Total Window Count: [] 1st Floor: [] 2nd Floor: []		

ADDITIONAL NOTES & OBSERVATIONS:

PROPERTY STATUS: Excellent [] · Pre-existing Damage Noted [] · Follow-up Required []

SIGN-OFF & SATISFACTION GUARANTEE:

By signing below, the client acknowledges the tasks above were completed to the VIXIA "Sanctuary Standard."

VIXIA Supervisor Signature	Client Signature
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VIXIA Guarantee: If any detail is not perfect, notify us within 24 hours. We will return to correct it by the next business day at no additional cost.

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